

Professional and Managerial Branch
Miscellaneous Managerial Group
Sewage Plant Supervision Series

E.P.W.U. SEWAGE PLANT
SUPERINTENDENT III
08/93

Summary

Under direction, is responsible for the operation, maintenance, functions and activities of a sludge digestion and dewatering activated sludge processing and pure oxygen generation sewage treatment plant; perform related duties as required.

Typical Duties

Plan, assign, direct and supervise the operation and maintenance of a waste treatment plant; supervise the taking, testing and analysis of sewage samples; analyze the effectiveness of sewage treatment processes and make recommendations for improvement; confer with engineers on improvements to sewage treatment plant; make recommendations for more efficient operations; plan and implement preventive maintenance programs; supervise the preparation of required operating reports; assure compliance with federal, state and local health rules and regulations.

Develop and submit budget for plant operation and maintenance; make recommendations for purchase of equipment; prepare requisitions for supplies, materials and equipment; direct the preparation and sale of compost.

Supervise, train and evaluate assigned personnel; prepare shift rotation schedules; enforce established rules and regulations, standards of conduct and work attendance; enforce safe working practices and procedures.

Minimum Qualifications

Training and Experience: Graduation from high school or G.E.D. and six years of progressively responsible experience in waste treatment operations and/or maintenance, three years of which must have been at the level of Sewage Plant Operator III, Maintenance Mechanic II or higher; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of the equipment, operation and maintenance of a waste treatment facility; considerable knowledge of sewage treatment and sludge processing; considerable knowledge of chemistry as it pertains to waste treatment; considerable knowledge of safe working practices; good knowledge of federal, state and local health regulations; some knowledge of supervisory techniques, standards of conduct and work attendance.

Ability to supervise, train, and evaluate assigned personnel; ability to enforce safe working practices and procedures, standards of conduct and work attendance; ability to express oneself clearly and concisely, both orally and in writing; ability to establish and maintain effective working relationships with fellow employees, officials, and the general public; ability to analyze and prepare specifications for plant improvement; ability to maintain records and prepare reports.

Physical Requirements: Exposure to unpleasant odors; mobility within a treatment plant environment; lift and carry heavy objects (up to 50 pounds); climb ladders to access equipment; subject to call during non-working hours; operate a motor vehicle through City traffic.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent license issued by another state; Texas Class "B"; Wastewater Certificate of Competency and a Texas "A" Wastewater Certificate of Competency required no later than one year after appointment.

Director of Personnel

Department Head